



## Official Memoranda

### HUMAN RESOURCES

**TO:** Agency Personnel Administrators  
**FROM:** Tina Lawson, Director  
**RE:** Administrative Clerical and Social & Human Services Annual Increase Update and Exception Reports; Administrative & Residual Mass General Wage Change Update and Exception Reports  
**DATE:** May 30, 1997

Enclosed are Clerical (NP-3) and Social & Human Services (P-2) Bargaining Unit Annual Increase Update and Exception Reports effective May 23, 1997, for your review.

Also enclosed are Update and Exception Reports for the Administrative & Residual (P-5) Bargaining Unit Mass General Wage Increases effective April 1, 1997.

Please review these reports and make any corrections accordingly.

If you have any questions, please call your Quality & Control Representative, Lorraine Carpenter or Yolette Tappin at 860.566.1927 and 860.566.3163 respectively.

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Tina Lawson, Director

Human Resources

Encls.

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